

**TRAINING AGREEMENT  
MEMORANDUM OF UNDERSTANDING  
HEALTH CAREERS  
COOPERATIVE PROGRAM**

**Between the School and the Employer**

This agreement is by and between \_\_\_\_\_ School District and \_\_\_\_\_.

The \_\_\_\_\_ School District agrees to:

1. Coordinate schedules between job site personnel and students.
2. Maintain records of student progress and evaluate student learning.
3. Observe policies of cooperative education.
4. Provide information on to the State Board for Vocational and Technical Education.

The employer agrees to:

1. Be responsible for a safe working environment.
2. Directly supervise students in performance of all skills and procedures.
3. Explain routines, procedures, safety practices, and policies followed by the company.
4. Assist in evaluating student progress and performance.

The appropriate instructor/coordinator will be the liaison between the cooperating facility and school in order to provide optimum experience for student learning. An annual evaluation and review of this agreement is expected.

In keeping with the Title VI of the Civil Rights Act of 1964, no person shall on the grounds of race, sex, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity included herein.

\_\_\_\_\_  
Signature of Employer-

\_\_\_\_\_  
Date Signature of School Official-

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Health Career Instructor-

\_\_\_\_\_  
Date

# TRAINING AGREEMENT

By this agreement, the \_\_\_\_\_ will permit  
(Training Agency)  
\_\_\_\_\_ to enter its establishment as a cooperative vocational  
(Student)  
student, for the purpose of securing training and knowledge in \_\_\_\_\_.

All persons jointly agree to the following conditions:

1. The training will extend from \_\_\_\_\_, 19 \_\_\_\_ to \_\_\_\_\_, 19 \_\_\_\_.
2. The student will receive \$\_\_\_\_\_ per hour. This rate may be adjusted as the student becomes a more valuable employee.
3. The student will be supervised by: In school: \_\_\_\_\_; On the job: \_\_\_\_\_. At regular intervals, the coordinator will consult with the employer or supervisor to evaluate the progress of the student.
4. The school will make provisions for the student to receive related and technical instruction in the above-mentioned occupation.
5. Training during the cooperative occupational education period shall be structured to provide the student with the acquisition of skills pertinent to the above mentioned occupation.
6. All complaints shall be made to and adjusted by the coordinator.
7. The coordinator shall have the authority to transfer or with draw the student at any time.
8. The student, while working in the employer's establishment, shall be subject to all regulations applying to all other employees.
9. The student promises to abide by all implied and stated terms included in the document. The student shall be bound during occupational experience by the ordinary school regulations. The parent or guardian shall be responsible for the conduct of the student while in training.
10. This agreement may be terminated upon mutual consent of all parties.

\_\_\_\_\_  
Employer/Supervisor Date

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Coordinator Date

\_\_\_\_\_  
Parent/Guardian Date

\_\_\_\_\_  
Principal Date

\_\_\_\_\_  
Director Date